

COMMERCIAL REHABILITATION¹

Participating Municipalities: _____

1. Name of Project: _____
(If proposing more than one Commercial Rehabilitation program, please complete a project packet for each proposed program. 7 pages per packet.)

2. Type of Project:
Signs _____ Other: _____
Facades _____

3. Project Description: Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including non-CDBG components. For regional and joint applicants list, the amount of funds allocated per community for the project(s). This description will be used to confirm overall project feasibility.

4. National Objective: select a) or b)

a) Benefit to low and moderate income persons _____
• For this national objective, estimate the number of low and moderate income persons to benefit from Project (please provide number, not percentage) _____

b) Elimination of slums or blighting conditions: _____ Area _____ Spot _____

5. Project Budget Information:

CDBG project cost:	\$ _____
CDBG delivery cost:	\$ _____
Total CDBG cost:	\$ _____
Other funds (if applicable):	\$ _____
Total Project Cost:	\$ _____

Cite sources of other Project funds: _____

Maximum Amount of CDBG Dollars Per Structure: \$ _____

6. Total number of commercial buildings to be rehabilitated: _____

Number of Signs: _____ Other: _____

Number of Facades: _____

7. Types of assistance to be provided (loans, grants): _____

¹ Facade easements in exchange for the cost and prevailing wage requirements of rehabilitation are not allowable through the Mass. CDBG Program.

8. Who will manage/implement the Project? _____

Project Budget: COMMERCIAL REHABILITATION				
Project # _____	Estimated Cost Per Project (\$)	CDBG Cost (\$)	Other Funding Sources (\$)	Total Program Cost (\$)
Budget for loans/grants	\$	\$	\$	\$
Architect/Design	\$		\$	\$
Other (Identify):	\$	\$	\$	\$
Delivery costs ²	\$	\$	\$	\$
Program Totals³	\$	\$	\$	\$

² Delivery costs are costs to deliver project services, such as specifications developed by the rehabilitation specialist. Delivery costs are not considered general administrative costs.

³ Project total for budget form will equal the Budget Summary Sheet.

THRESHOLD QUESTIONS:

- 1. Identify the National Objective that will be met by the program.** Describe in detail how your project will meet a national objective and how it will be documented. (See page 70 for National Objective guidance and page 81 for the National Objective question.)
- 2. The project must be eligible for CDBG assistance.** Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See Appendix A and pages 52-54 for eligibility guidance.)
- 3. Demonstrate project consistency with the following:** Please provide a Community Development Strategy that includes the proposed project. (See "Guidance on Scored Questions" section and page 81 for the question.)

Project Need - 20 points

4. What is the need for the proposed project/program?

The need for the project/program will be evaluated upon the extent to which the response meets the following criteria:

- a) Severity of need: examples of information to demonstrate severity of need include, but are not limited to, characteristics and current needs of the target area/target properties. Methods of determining these needs include surveys of the conditions of properties, engineering reports/studies, compliance with health and safety standards, foreclosure rates, vacancy rate, and consistency with needs identified in Community Development Strategy. Applicable photographs must be included in appendix. (8 points)
- b) Need for CDBG funds and documentation of efforts to obtain other funds to accomplish this project/program: examples of information to demonstrate need include, but are not limited to, efforts to obtain non-CDBG funding (i.e., local revenues, other public and private resources) to address the identified needs. Document successful and unsuccessful efforts to secure other funds. (4 points)
- c) Demand for a commercial rehabilitation project/program: examples of information to demonstrate demand must include building owner commitment, waiting lists, inquiries, surveys or past participation. (6 points)
- d) Community involvement and support: community shall demonstrate and document the community's stakeholders, relevant organizations, and target population's involvement in the development of this project/program and how this community participation process resulted in support for the project/program. (2 points)

Project Feasibility - 20 Points

5. Why is the proposed project/program feasible?

The feasibility of the project will be evaluated upon the extent to which the response meets the following criteria:

- Identification and analysis of alternative approaches, their associated costs, and the pros and cons of these approaches: Present rationale for choosing the proposed project/program which most directly addresses the elimination of deteriorated/blighted conditions identified in the slum and blight inventory, as the most feasible and cost effective; explain how and why this proposed project will best meet the identified needs. (6 points)
- Readiness of project/program: examples of information to demonstrate readiness include, but are not limited to, status of site control; status of design, identification and status of all permits (e.g., environmental, health, safety, building, zoning), (program compliance with the Americans with Disabilities Act); documentation of availability of other funds to complete the project; marketing strategy; participant selection; rehabilitation standards and eligibility criteria; local design guidelines; contractor selection process; recapture/anti-speculation provisions; grievance procedures. (6 points)
- Reasonableness of project funding: examples of information to demonstrate reasonableness include, but are not limited to, current detailed cost estimates and the process used to determine that the costs are reasonable; qualifications of the person who prepared the estimates; comparable examples; explanation of all sources and uses of funds; viable contingency plan for cost overruns that does not include CDBG funds (excluding program income), the provision of operating and maintenance plan, including funding sources and how this funding mechanism best meets described needs. (6 points)
- Completeness and reasonableness of timeline: examples of information to demonstrate the feasibility of the timeline include, but are not limited to, description of project milestones including environmental review and permitting; plan preparations design approved; time required to accomplish each milestone; how all components will be completed within the stated timeframe. (2 points)

Project Impact - 15 points

6. What will be the impact of the proposed project/program?

The project impact will be evaluated upon the extent to which the response meets the following criteria:

- a) Resources leveraged: Provide documentation of resources leveraged directly for this project, which may include, but is not limited to, funding from other sources, Bank Credit and at favorable or discounted terms, equity, volunteer efforts, staff/in-kind contributions, and force account labor. Must include a written commitment for all leveraged resources. (2 points)
- b) Impact of the proposed project on the target area or population: Examples of information to demonstrate impact include, but are not limited to; direct and indirect benefit to low and moderate income beneficiaries; quality of life considerations; economic viability; building/neighborhood stabilization; and quantitative and qualitative measures the community will use to assess visible improvements. If this project is proposed under the Slums and Blight National Objective, does the activity directly address a) the elimination of deteriorated/blighting conditions as identified in the slums and blight inventory; or b) prevention of blight. If the project involves buildings in a downtown commercial area, indicate and provide measures to assess how the project will impact the economic viability of the target area, including changes in vacancy and turnover rates, pedestrian traffic, commercial sales, and area property tax assessments. Describe how this activity builds on other CDBG and non-CDBG funded downtown related activities. For previously funded programs, please provide a qualitative and quantitative analysis of the impacts of this past program upon the target population and/or area, and indicate whether that project achieved the goals previously set. (8 points)
- c) The degree to which the project is consistent with the Sustainable Development Principles listed in Exhibit 5 of the One Year Action Plan. (5 points.)

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